

Session Planning Template

Name & Date	Boas Bonny Anak Ujeý
Program Title	Hot Work Management: No Spark Left Behind
Learning Outcome	At the end of this training, participants will be able to: 1. Explain the hazards associated with hot work activities 2. Identify work activities requiring a Hot Work Permit 3. Describe the responsibilities of the Permit Issuer, Hot Work Operator and Fire Watch 4. Conduct an effective pre-hot work site inspection in accordance with Allianz LCE and company requirements 5. Apply appropriate control measures before, during and after hot work 6. Determine appropriate Fire Watch duration based on workplace conditions 7. Complete and verify a Hot Work Permit correctly 8. Stop or reject unsafe hot work activities when permit requirements are not met

Sequence	Topics/Content	Training Methods	Training Resources	Time Timeframe
Intro	Welcome, trainer introduction, housekeeping, learning objectives, course expectations	Lecture	PowerPoint	5 mins
	Activity: "Is This Hot Work?" Participants vote whether different activities require a permit	Interactive Quiz	Photos, Mentimeter or printed cards	5 mins
Body	Why Hot Work Causes Major Fires - Fire triangle - How sparks ignite fires - Fire case studies - Why Allianz LCE places strong emphasis on hot work control	Lecture + Discussion	PPT, incident photos / videos	10 mins
	Understanding Hot Work - Definition - Examples - Activities requiring permit - Avoiding hot work where possible (safer alternatives)	Lecture + Q&A	PPT	10 mins
	Roles & Responsibilities - Permit Issuer - Hot Work Operator - Fire Watch	Lecture + Discussion	PPT, procedure	10 mins

	- Communication between parties			
	Pre-Hot Work Inspection (The Critical Decision) - Hazard assessment - 11m combustible control zone - Fire protection - Openings, ducts, conveyors - Gas monitoring - Fire-resistant blankets - Practical inspection sequence	Lecture + Workplace Photos	PPT, inspection photographs	15 mins
	Interactive Activity – Spot the Hazards Teams identify unsafe conditions from workplace photographs before approving the permit	Group Activity	Hazard photographs	10 mins
	Fire Watch Requirements - Duties before, during and after work - Continuous monitoring - Fire Watch direction calculation (180 min rule) - Practical examples	Lecture + Exercise	PPT, calculator, Hot Work Permit Sample	10 mins
	Special Situations - Confined space - Sandwich panels - Roof work - Gas cylinders - Flashback arrestors - Ventilation - Common permit mistakes	Lecture	PPT	10 mins
	Scenario Exercise – Permit or No Permit? Small groups decide whether to approve or reject four workplace scenarios and justify their decisions	Group Discussion	Scenario cards	10 min
Summary	Knowledge Review - Recap using “11 – 1 – 3 Rule” - Questions & Answers - Knowledge assessment quiz	Discussion + Quiz	PowerPoint, QR codes	25 mins

	- Course evaluation			
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